

JOB POSTING  
Part-time Check & Connect Mentor  
August 2015



**Job description:**

Check & Connect Mentor: mentors will be working directly with a caseload of individual students and their families, school staff, and community service providers to implement strategies that address school success and school completion for students in need of additional support to graduate. Mentors-

- Track identified students' level of engagement, document results, and complete monthly forms and a contact log as a tool to assess absences, trancies, suspensions, and grades/credits earned.
- Use data from systematic monitoring to design personalized interventions for the student.
- Work as liaisons to facilitate communication and promote problem solving both at the individual level and between home and school.
- Attending staff meetings, facilitating student/family transportation for dropout prevention and school completion related activities, and conducting home visits.

**Hours:**

This is a part-time position. Hours will vary – (it will depend on your students' schedule). 20 hours/week

**Job duties:**

- Regularly check on students' attendance, grades, and behavior. Provide feedback to students, communicate regularly with families, and initiate efforts to keep student engaged in school
- Communicate with adults involved with youth-such as teachers, behavioral specialists, counselors-as well as develop community agency linkages.
- Determine and document students' progress and mentor efforts on a regular basis (i.e. complete monitoring forms, intake forms, and contact logs).

**Required qualifications:**

- Bachelor's degree in education or a human service field
- Experience working with children and adolescents, youth agencies, social services, and school systems.
- Persistence. A belief that all youth have the ability to learn
- Requires experience with Microsoft Windows or similar operating system, including use of Microsoft Office Suite, including Word, and versatility with Excel.
- Valid driver's license, car insurance, and a reliable means of transportation

**Wage:**

\$15.00/hour

*\*\*all accepted applicants will be subject to a background check through Kalamazoo Public Schools*

**To apply:**

Please submit written letter of interest and resume to

Henry C. McCain III MA, TLLP, Student Engagement Intervention Coordinator

At email address: [hmccain.kcyc@gmail.com](mailto:hmccain.kcyc@gmail.com) DEADLINE: OCTOBER 15, 2015